

UNITED STATES DISTRICT COURT
FOR THE
EASTERN DISTRICT OF NEW YORK

Douglas C Palmer
Clerk of Court

Brenna Mahoney
Chief Deputy

Carol McMahon
Chief Deputy



Theodore Roosevelt Federal Courthouse
Emanuel Cellar Federal Courthouse
225 Cadman Plaza East
Brooklyn, NY 11201
(718) 613-2270

Alfonse D'Amato Federal Courthouse
100 Federal Plaza
Central Islip, NY 11722
(718) 613-2270

May 6, 2020

**FILED
CLERK**

5/6/2020 9:02 am

**U.S. DISTRICT COURT
EASTERN DISTRICT OF NEW YORK
LONG ISLAND OFFICE**

Carlos Avad Veliz (#18005826)
Nassau County Correctional Center
100 Carman Avenue
East Meadow, NY 11554

Re: 20-CV-1811(JMA)(ARL), Veliz v. Manganaro et. al

Dear Mr. Veliz:

This correspondence is in response to our phone conversation on May 5, 2020, in which you asked that we provide you with a summons and instructions for service. As such, we have enclosed a blank summons to be completed by your and returned to the Court for issuance. In addition, we have enclosed instructions for serving the proposed summons and complaint. Once the summons has been returned to us we will issue it and return it to you for service.

Please contact the *Pro Se* Office if you require further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to be "J. Grady".

J. Grady
Pro Se Office
100 Federal Plaza
Central Islip, NY 11722
(631) 712-6060

Enc.

Mailed to litigant 5/6/20